



JOB DESCRIPTION

JOB TITLE: Police Cadet
DEPARTMENT: Police Department
REPORTS TO: Police Support Services Manager **DATE:** April, 2009
EMPLOYEE UNIT: CSOA **Supersedes:** April, 1998
FLSA EXEMPT: No

JOB SUMMARY: Under direct supervision of the Police Support Services Manager, provides a variety of support and supplemental law enforcement duties including, but not limited to subpoena service, assisting with booking forms, vehicle shuttle and maintenance, delivering mail, transporting crime lab evidence, report writing, computer data-entry, equipment maintenance, station tours and building maintenance.

CLASS CHARACTERISTICS: This is an entry level, part-time civilian law enforcement classification intended as an educational and career development internship. In addition to serving a support role within the Police Department, this classification is intended to expose the incumbent to a wide variety of law enforcement duties, gain experience in the work place and supplement academic studies. This position will prepare the incumbent to progress toward achieving a future career, possibly within the law enforcement field.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Support Services Manager, and/or in coordination with other City staff. Additional duties may be assigned.

1. Transport police department mail to city hall for distribution.
2. Serve criminal subpoenas.
3. Transport evidence to Santa Clara County Crime Lab.
4. Station bookings including citation pre-bookings and registrants.
5. Providing fingerprint services to the public.
6. Shuttling of police vehicles for maintenance.
7. Inventory of booking room supplies, forms and patrol equipment.

8. Conducting station tours for the public.
9. Under direct supervision, assist property/evidence officer with property relocation.
10. May be required to provide traffic control for major collisions.
11. May be required to provide crowd control for major crime scenes and special events.
12. May be required to perform vehicle abatement duties under supervision of a field supervisor.
13. May be trained to assist Police Records Specialists with other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Must be currently enrolled in an accredited high school, community college, or four year college or university, attending at minimum half time (6 semester units), and must maintain a minimum grade point average of 2.0. Allowances are made for regular summer breaks and other scheduled school breaks. Incumbent may elect to not attend non-mandatory education for a maximum of one college semester (or equivalent) and remain qualified for this internship. Failure to maintain a minimum grade point average or be enrolled in education requirements on the first day of the semester (or equivalent), following a semester's absence, will result in immediate disqualification for this classification and separation from City employment.
2. Participation with the Morgan Hill Police Department's Explorer Post or enrollment in Administration of Justice courses is highly desirable.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background and psychological examination.
2. Bilingual English/Spanish preferred.

Knowledge of:

1. Basic English grammar and mathematics including completion of forms.

Skill in:

1. Communicating tactfully and effectively with the public including persons who are irate or difficult to deal with.
2. Understanding and carrying out oral and written directions.

3. Accurately performing clerical work.
4. Use of common office software including Microsoft Office.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Quickly learn the policies, procedures and performance standards pertaining to work.
2. Learn to operate automated police information systems.
3. Evaluate situations and prioritize workload.
4. Develop and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 80% indoors and 20% outdoors.
2. Their work environment indoors is usually in a temperature-controlled, ergonomically equipped office environment; some travel may be required.
3. While performing the duties of this job outdoors, the employee occasionally may be exposed to varying weather conditions.